



## **DIVERSITY ADMINISTRATOR**

### **Purpose:**

To actively support the City's mission of promoting mutual respect and understanding among the many groups of people who live, work, and visit Tempe through engagement and education of the City organization and community at large.

### **Supervision Received and Exercised:**

Receives direction from the City Manager.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Provides administrative staff support to the Human Relations Commission.
- Responsible for the administration of the daily operations of the Diversity Office.
- Participates in investigation of administrative guidelines or human resource policies.
- Participates in the investigation and resolution of internal and external harassment and discrimination complaints.
- Establishes and maintains working relationships with executive management to influence decision-making that encompasses diversity issues.
- Serves as a resource for employees for issues relating to diversity.
- Monitors and analyzes Equal Employment Opportunity (EEO) related reports and trends.
- Works with City departments to develop and improve diversity programs and efforts.
- Trains, mentors, and coaches City staff to enhance their understanding and facilitation skills in promoting greater civil participation for the well being of the community.

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### Diversity Administrator (continued)

- Researches and reviews current City policies, practices, programs, community needs and recommends and implements new programs, practices and services.
- Plans, organizes and directs the "Tempe Talks" dialogue program by engaging staff, elected officials, residents, and students in conversations about values as they relate to community identity, citizenship, diversity, as well as city-wide and neighborhood issues.
- Facilitates cultural awareness and diversity within the community.
- Assists with fundraising and planning for special events such as the Tempe Tardeada, Diversity Awards, and MLK Celebrations.
- Conducts training, selects speakers, and develops program content for workshops, seminars and training sessions related to various cultural diversity and community relations issues.
- Works closely with community leaders and citizens in developing community related programs.
- Builds community partnerships to achieve diversity goals.
- Assists with determining which City publications should be translated into Spanish and other languages.
- Assists with outreach efforts to provide more diverse representation on all citizen advisory boards.
- Serves as liaison to other city diversity departments and commissions.
- Coordinates with other agencies such as Tempe Police Department and Maricopa County on issues of hate crime investigations. Develops and runs an anti-hate campaign.

### **Minimum Qualifications:**

#### **Experience:**

Five years of progressively responsible experience in a public agency in the area of mediation, facilitation, human relations, and/or program planning. In addition, requires one year of responsible supervisory experience in a public agency.

#### **Education:**

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Diversity Administrator (continued)

Bachelor's degree in an academic discipline relevant to the facilitation and management of human relations programs. Masters degree strongly preferred. Also, bilingual Spanish/English language skills strongly preferred (written and spoken).

**Licenses/Certifications:**

None

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**

(Pending)

**Job Code: 025**

**Status: Exempt/ Unclassified**